

October 2005

InternetNZ Council

NZOC papers for October 28 InternetNZ Council meeting

1. NZOC Reports

NZOC's August and September reports are enclosed as Annexes 1 and 2. The Chair will be present at Council for any discussion on these.

An NZOC meeting was held on 10 October 2005 so this is not covered in the reports submitted. An oral summary of the meeting will be given at Council.

2. Transfer to Another Registrar Policy

NZOC has completed a review of the Transfer to Another Registrar Policy. This policy sets out the process involved when a domain name is transferred from one registrar ("releasing registrar") to another ("gaining registrar"). The transfer can be instigated by the registrant or the registrar.

Public consultation has taken place and feedback received from registrars, through the Registrar Advisory Group, has been incorporated into the final version of the new policy.

A copy of the new draft policy is enclosed as Annex 3 for Council's consideration. NZOC recommends adoption of this policy. If accepted by Council this version of the policy will take effect from 12 December 2005.

3. .parliament.nz application

In March 2005, an application was received from The Parliamentary Service for the creation of a new moderation second level domain (2LD) - .parliament .nz.

The application and the moderation policy were put out for public comment. Thirteen submissions were received with eight opposed to the new 2LD, four in favour and one neutral.

NZOC considered the application and the submissions received at their meeting on 16 May 2005. It was decided to seek further clarification on the proposal in respect of clause 5.4.3 of the policy which requires that the new 2LD "does not conflict with, duplicate or cause confusion about, any existing 2LD, and is a useful addition to the current DNS hierarchy". The applicant was asked to provide documents outlining the distinction between 'government' and

'parliament' and a revised moderation policy that clearly defined what organisations would be eligible for a .parliament.nz domain name.

The information requested from the applicant has been received and was considered by NZOC at their meeting on 10 October.

Clause 5.10 of the 2LD policy states "Once the consultation period is complete, and taking public input into account, the assumption is that the application for the 2LD will in principle be allowed, provided the criteria set out in clause 5.4 are met".

NZOC are satisfied that the application, and revised moderation policy, meets the criteria set out in clause 5.4.

The application is supported by information documents that will be linked to from the DNC site entitled "What is Parliament?", "Government Accountability to the House", "The Legislative Process" and "On the Constitution of New Zealand: An Introduction to the Foundations of the Current Form of Government".

NZOC is satisfied that the .parliament.nz application meets the criteria for a new 2LD as per clause 5.4. The matter is now referred to Council for a final decision. NZOC recommends to Council that .parliament.nz be approved for creation in the .nz domain name space.

For the Council's information, a copy of the application is enclosed as Annex 4 and the moderation policy is enclosed as Annex 5.

Recommendations

It is recommended that the InternetNZ Council:

1. Receive the NZOC August and September reports submitted
2. Approve the revised Transfer to Another Registrar Policy
3. Approve the creation of .parliament.nz as a second level domain in the .nz domain name space

Frank March
Chair, NZOC

Council
InternetNZ

NZOC Monthly Report for AUGUST 2005

1. NZRS Report

NZRS have produced their monthly report for August 2005. Main points NZOC would like to highlight with Council are:

- System availability for August was 99.91% against the SLA standard of 99.9%

Unscheduled outages on the SRS during August totalled 39 minutes and 27 seconds. A summary of the outages is as follows:

<i>Date</i>	<i>Duration</i>	<i>Description</i>
Aug 1 – Aug 31	6 minutes and 48 seconds	Multiple Micro Outages
Aug 11 11:50 – 13.10	29 minutes and 12 seconds	A 17 minute 27 second read only outage followed by a series of micro read only outages until the system stabilised
Aug 30 00:30 – 00:51	3 minutes and 27 seconds	Multiple Read Only Micro Outages

- The maintenance window for August was utilised on 28 August
- Performance times for key transactions for August are in the following table:

Transaction	Average Response Times (in seconds)	
	<i>As per SLA</i>	<i>August 2005</i>
Domain Details Query	1.5	0.05
Domain Update	0.4	0.59
Domain Create	0.6	0.63
Get Message	0.6	0.06
Whois	0.5	0.24
UDAI Valid Query	0.5	0.32

- DNS SLA standards met
- The total number of WHOIS queries increased from 1,762,000 to 1,829,000
- The level of active .nz domain names increased from 193,989 to 197,113, a net increase of 3,124

2 .nz Policies and Procedures

2.1 Registrar Compliance

One new issue was raised with a registrar when it was determined that a fault in their processes allowed a domain name to be cancelled that should have been renewed. The DNC Compliance Officer is working with the registrar on resolving this.

2.2 DNC Involvement

Matters dealt with by the DNC in August included a couple of cases where agents had registered domain names in their own name rather than in the name of their client.

2.3 Policy Reviews

- Roles and Responsibilities Policy Review

The revised Roles and Responsibilities policy came into effect on 1 August 2005.

- Transfer to Another Registrar Policy Review

No submissions were received from a public consultation done into the Transfer to Another Registrar policy. Work is being done with the Registrar Advisory Group on comments they raised regarding this policy.

2.4 Applications

No applications were received under the Zone Transfer Policy

No applications for a new Second Level Domain were received.

3 Registrar authorisation and connection

One registrar connected to the production system during August – Enetica Pty Limited, an Australian company. No companies were authorised as registrars over the month.

4 Other .nz matters

A Policy Advisor (Technology) from the Office of the Privacy Commissioner visited the DNC to discuss various aspects of the operation of the .nz domain name space, especially the WHOIS service and the measures put in place to protect the information.

5 DNC Office

Recruitment for a Senior Support Analyst is still taking place. It is proving difficult finding a suitable candidate for the role.

6 Financial

Financial results as at end of August 2005:

Office of the DNC	Month			YTD		
	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>
INCOME						
Authorisation Services	\$ -	\$ 667		\$ 10,020	\$ 3,333	- \$ 6,687
Management Fees	\$ -	\$75,500		\$ 377,500	\$ 377,500	\$ -
TOTAL INCOME	\$ -	\$76,167		\$ 387,520	\$ 304,667	\$ 82,853
EXPENDITURES						
Personnel and Staff costs	\$15,179	\$25,992	\$ 10,813	\$ 117,906	\$ 129,958	\$ 12,052
Office and Admin	\$ 5,857	\$ 7,542	\$ 1,685	\$ 31,475	\$ 37,708	\$ 6,233
Professional Services	\$ 7,974	\$11,833	\$ 3,859	\$ 58,364	\$ 59,167	\$ 803
Communications	\$ 2,000	\$ 2,250	\$ 250	\$ 6,165	\$ 11,250	\$ 5,085
.nz Oversight and Projects	\$ 1,409	\$13,917	\$ 12,508	\$ 46,539	\$ 69,583	\$ 23,044
DNC Registrar Activities	\$ 7	\$ 1,092	\$ 1,085	\$ 6,399	\$ 5,458	- \$ 941
International	\$16,980	\$12,708	-\$ 4,272	\$ 48,883	\$ 63,542	\$ 14,659
TOTALS	\$49,406	\$75,333	\$ 25,927	\$ 315,731	\$ 376,667	\$ 60,936

Notes:

- The difficulty in replacing the Senior Support Analyst has contributed to the variance in the Personnel and Staff costs

Frank March
Chair, NZOC

Council
InternetNZ

NZOC Monthly Report for SEPTEMBER 2005

2. NZRS Report

NZRS have produced their monthly report for September 2005. Main points NZOC would like to highlight with Council are:

- System availability for September was 99.94% against the SLA standard of 99.9%

Unscheduled outages on the SRS during September totalled 25 minutes and 51 seconds. A summary of the outages is as follows:

<i>Date</i>	<i>Duration</i>	<i>Description</i>
Sep 1	187 seconds	Read Only Micro Outages
Sep 16	81 seconds	Read Only Micro Outages
Sep 29	55 seconds	Read Only Micro Outages
Sep 6	56 seconds	Off Line Micro Outages
Sep 9	17 seconds	Off Line Micro Outages
Sep 15	56 seconds	Off Line Micro Outages
Sep 20	2 seconds	Off Line Micro Outages
Sep 16 22:43	18 minutes and 17 seconds	WHOIS Process Stopped Working

- The maintenance window for September was utilised on 25 September
- Performance times for key transactions for September are in the following table:

Transaction	Average Response Times (in seconds)	
	<i>As per SLA</i>	<i>September 2005</i>
Domain Details Query	1.5	0.05
Domain Update	0.4	0.62
Domain Create	0.6	0.73
Get Message	0.6	0.06
Whois	0.5	0.23
UDAI Valid Query	0.5	0.32

- DNS SLA standards met
- The total number of WHOIS queries increased from 1,829,000 to 1,847,000
- The level of active .nz domain names increased from 197,113 to 200,712, a net increase of 3,599

2 .nz Policies and Procedures

2.1 Registrar Compliance

Regular compliance checks of registrars continued with no new issues arising over the month.

2.2 Policy Reviews

- Transfer to Another Registrar Policy Review

Revised wording for part of the policy was agreed with the Registrar Advisory Group and will be submitted to NZOC for approval.

2.3 Applications

No applications were received under the Zone Transfer Policy
No applications for a new Second Level Domain were received.

3 Registrar authorisation and connection

One registrar connected to the production system during September – SIMPLY Domains, a New Zealand company. No companies were authorised as registrars over the month.

4 Other .nz matters

InternetNZ has been named as Second Defendant in a matter regarding a domain name. The DNC lawyers are currently working to have InternetNZ removed from the action. If this is unsuccessful we will go for costs as our belief is that they have named the wrong party given the cause of action.

5 DRS Planning

- Work has commenced on getting the database operating as required for a .nz DRS
- A meeting of the Working Group is planned for October to review a draft policy and make various recommendations to NZOC including the size and selection of the Expert Panel
- A draft timetable prepared is still on track. This is still open to change but at this time the indicative timeframe is:

Task	Timeline
Finalise draft policy for consultation	End October 2005
First consultation round	2 November – 31 December 2005
Analyse submissions and make required changes	By 13 January 2006
Working Group approve final version of policy	By 3 February 2006
Policy to NZOC for approval	First meeting – Feb 2006
Policy to InternetNZ Council for ratification	4 March 2006 Council meeting
Training session for Experts	Around the 1st week of April 2006
Policy comes into effect	May 2006

6 DNC Office

A Senior Support Analyst has been recruited and starts work with the DNC Office on 31 October. Alison McKenzie currently works for the Lottery Grants Board, Department of Internal Affairs as an Advisor.

7 Financial

Financial results as at end of September 2005:

Office of the DNC	Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
INCOME						
Authorisation Services	-\$ 20	\$ 667	\$ 687	\$ 10,000	\$ 4,000	\$ 6,000
Management Fees	\$75,500	\$75,500	\$ -	\$ 453,000	\$ 453,000	\$ -
TOTAL INCOME	\$75,480	\$76,167	-\$ 687	\$ 463,000	\$ 457,000	\$ 6,000
EXPENDITURES						
Personnel and Staff costs	\$15,049	\$25,992	\$ 10,943	\$ 132,954	\$ 155,950	\$ 22,995
Office and Admin	\$ 5,560	\$ 7,542	\$ 1,982	\$ 37,034	\$ 45,250	\$ 8,215
Professional Services	\$ 2,153	\$11,833	\$ 9,681	\$ 60,516	\$ 71,000	\$ 10,483
Communications	\$ 642	\$ 2,250	\$ 1,608	\$ 6,807	\$ 13,500	\$ 6,693
.nz Oversight and Projects	\$19,992	\$13,917	-\$ 6,075	\$ 66,530	\$ 83,500	\$ 16,969
DNC Registrar Activities	\$ 0	\$ 1,092	\$ 1,092	\$ 6,399	\$ 6,550	\$ 151
International	\$ 9,343	\$12,708	\$ 3,366	\$ 58,225	\$ 76,250	\$ 18,024
TOTALS	\$52,738	\$75,333	\$ 22,596	\$ 368,469	\$ 452,000	\$ 83,531

Frank March
Chair, NZOC



Ref:	TAR	Version:	1.2
Title:	Transfer to Another Registrar		
Date Issued:			
Status:	REVISED DRAFT for approval		

This policy is issued by the office of the Domain Name Commissioner on behalf of [InternetNZ](#), the Internet Society of New Zealand Incorporated.

TRANSFER TO ANOTHER REGISTRAR

1. Statement of Purpose

- 1.1 This policy clarifies the process involved when a domain name is transferred from one registrar ("releasing registrar") to another ("gaining registrar"). The transfer can be instigated by the registrant or the registrar.
- 1.2 This policy is written for registrars and registrants and details the requirements for the parties to effect the transfer.

2. Background

- 2.1 InternetNZ has responsibility within New Zealand for the .nz domain name space ("DNS"), and has implemented a shared registry system ("SRS") for the management of .nz domain name registrations and the operation of the DNS.
- 2.2 A SRS establishes a single register for registering domain names and associated technical and administrative information. The .nz Registry Services ("NZRS") will operate the registry. The registration of a domain name and modification of information associated with that name on the register can be effected only by authorised registrars.
- 2.3 Registrars are responsible for managing their relationship with registrants. There is no communication between NZRS and registrants.

3. Transfer Principles

- 3.1 The registrant is able to transfer their domain name to another registrar at any time other than during the registration grace period (please refer "[Registering, Managing and Cancelling domain names](#)" – "RMC").
- 3.2 No cost, from NZRS nor from the releasing registrar, will be incurred by the transfer. Registrants should take note of any charges their new registrar may impose.
- 3.3 The Unique Domain Authentication Identification (UDAI) is required to enable a transfer of a domain name from one registrar to another. The registrant must provide the UDAI to the gaining registrar.

- 3.4 The UDAI must be sent out to registrants at the time the domain name was registered and must also be provided to registrant on request. Registrars may include a statement with the UDAI explaining what the purpose of the UDAI is. This statement should include the words as in clause 3.5 or any alternative wording approved by the DNC.
- 3.5 If a statement is sent with the UDAI it should contain the following wording: "The Unique Domain Authentication Identification (UDAI) is required to enable a transfer of your domain name from one registrar to another. If you are asked to provide the UDAI for anything other than this you should query this request".
- 3.6 A releasing registrar is not able to delay the transfer, nor refuse to supply the UDAI so the transfer cannot occur (please refer to "[Roles and Responsibilities](#)" – "RAR").
- 3.7 The gaining registrar should inform the registrant of all the terms and conditions of the transfer before the transfer takes place.
- 3.8 There is no obligation for the releasing registrar to reimburse the registrant any unused portion of their domain name agreement.
- 3.9 A domain name that is locked cannot be transferred except through a manual transaction undertaken by NZRS. An application will need to be made to the Domain Name Commissioner ("DNC") for this to occur. Note - a locked domain name is intended for situations where a court (or other recognised authority) orders a "freeze" in respect of a domain name until a full hearing on the issue can be held. Whilst the lock is in place the domain name cannot be amended in any way by the registrar.

4. Changing Registrars

The process to transfer a domain name from one registrar to another is as follows:

- 4.1 The registrant will ask the gaining registrar to have their domain name(s) transferred to them.
- 4.2 Should the gaining registrar agree to the transfer they will disclose their terms and conditions and provide a contract.
- 4.3 Should the registrant accept the terms and conditions of the gaining registrar's contract, then they will supply their domain name and its UDAI to the gaining registrar.
- 4.4 The gaining registrar will submit a "transfer" transaction to NZRS.
- 4.5 The register will immediately be changed.
- 4.6 NZRS will forward a new UDAI for each transferring domain name, to the gaining registrar. The gaining registrar will supply the registrant with these details.
- 4.7 NZRS will inform the releasing registrar of the change.

- 4.8 If, as the result of the transfer, other domain name details need changing (e.g. Name Server List, Registrant Customer ID, Administrative and Technical Contact Details), the gaining registrar will initiate an update transaction in the standard manner.

5. Transfer of Multiple Domain Names between Registrars

- 5.1 A batch transfer facility will be provided for use by NZRS for situations in which, for example, a registrar's business is sold to another authorised registrar.
- 5.2 NZRS will transfer the domain names specified from one registrar to another.
- 5.3 The only circumstance in which the DNC will authorise the transfer is when the releasing registrar can show that the affected registrants are aware of the transfer and have signed up to the gaining registrar's agreements.
- 5.4 Notification will be sent to both the releasing and gaining registrars, itemising the domain names transferred.
- 5.5 This process continues as detailed from 4.6.

6. General Information

- 6.1 A range of information about .nz policies, the shared registry system, registrant rights, and domain names in general, is publicly available on the Internet. This includes:
- A list of all authorised registrars, with links to their home pages.
 - A list of second level moderators and their contact details.
 - Current policy about domain names in .nz, dispute resolution, etc.
 - Frequently asked questions.
 - Links to other relevant sites.
- 6.2 If anyone has any questions regarding this document please email policies@dnc.org.nz

28 July 2005

Office of the Domain Name Commissioner
InternetNZ
PO Box 11-881
Wellington

Application for a New Second Level Domain - .parliament.nz

I refer to your letter of 30 May 2005 advising that a decision to the application by the Parliamentary Service for a 2LD name had been deferred, subject to the provision of further information on the moderation policy, including a clarification of the intended use and potential constituent membership of the domain, and a simple layman's guide to the distinction between the Executive and Parliament.

Domain Name Moderation Policy

Discussions over the Domain Name Moderation policy have taken place with Peter Andrews, Business Services Manager for Executive Government Support. He has reviewed the new policy and has indicated that he has no further objections that the use and application of the 2LD namespace has been more clearly defined.

A copy of this policy is attached (*Annex 1*).

Parliament.govt.nz and parliament.nz

To address your concern over the potential confusion in the minds of the public over the use of .parliament.govt.nz and .parliament.nz, it would be fair to say that the intention of the Parliamentary Service in moving forward will be to retire the .parliament.govt.nz 3LD domain name and thus remove any confusion.

The dropping of the "govt" makes a clear distinction over the role and institution of Parliament in the democratic process, which will be reinforced by the introduction of a new web site towards the end of the year.

At present, the agencies using this namespace are the Parliamentary Service, Ministerial Services, Office of the Clerk, Parliamentary Counsel Office, and the Department of Prime Minister and Cabinet.

There is a trend within the parliamentary agencies to move towards a 3LD that reflects their unique identity, and there is also the requirement of the State Services Commission's web guidelines that a government organisation requires an e-mail address reflecting the web

address of a site i.e. www.dPMC.govt.nz requires an e-mail address of the format username@dPMC.govt.nz.

Both the Department of Prime Minister and Cabinet and Ministerial Services have adopted e-mail addresses of this format respectively. I am unable to comment on the longer term plans of the Parliamentary Counsel Office. However, already the parliamentary agencies are beginning to develop unique internet identities reflecting their individual characters and roles.

Coming back to the application under evaluation, I would like to take the opportunity to reiterate once again the two significant criteria that underlie this application, which are:

- it represents an identifiable community of interest; and
- it will create a unique identity that will not be confusing to the general public.

Indeed, the application seeks a clearer separation of the identity of Parliament and its agencies from the Executive Government and its agencies, while providing the basis for expanding a nascent but discrete community of interest that currently is not apparent to the general public.

Parliamentary and Political

As the .govt.nz domain has become so strongly identified with the government of the day, rather than the broader association with the three branches of government, there is confusion when the parliamentary political parties, which have a strong partisan political profile, become associated with the neutral public service profile associated with Executive Government and the .govt.nz domain name. In this respect, staff of the E-Government Unit of the State Services Commission, the moderator of the .govt.nz, has expressed a view that it is not appropriate for the names of parliamentary political parties to be associated with the .govt.nz domain name.

The second level domain name of .parliament.nz is intended to be used to create a presence for those agencies and organisations associated with Parliament that are part of the broader public service, yet not part of Executive Government, and are covered by the definition "Offices of Parliament". Whilst this would include the parliamentary departments (Office of the Clerk and the Parliamentary Service) it would extend to other parliamentary agencies such as Office of the Ombudsmen, Parliamentary Commissioner for the Environment, and the Office of the Controller and Auditor-General.

In addition to these publicly funded bodies, the parliamentary political parties will be eligible to use a domain name based on the parliamentary party, for example, labour.parliament.nz. This would distinguish the parliamentary presence and activities of the parliamentary political parties (recognised under the Standing Orders of the House of Representatives and funded by the taxpayer) from political parties outside of Parliament and not funded by the taxpayer.

The creation of this domain will also provide unique identities for members of Parliament, for example [Joe Bloggs.parliament.nz](http://Joe_Bloggs.parliament.nz), allowing them to create a web presence that identifies

them as part of a larger community based on Parliament. The creation of separate identities for select committees is another possible development. For example, the Constitutional Arrangements Select Committee is currently using a fourth level domain name.

The Functions of Parliament and the Executive Government

As set out in the Constitution Act 1986, New Zealand's system of government has three separate branches, each of which has different powers and is intended to act as a brake on the power of the others. This is known as the separation of powers and is a key part of New Zealand's constitution.

The three branches of government are: Legislative (Parliament), the Executive (Cabinet and the public service) and Judicial (the courts).

- Parliament consists of the 120 members of the House of Representatives and the Sovereign (the Queen and her representative, the Governor-General). Only Parliament can pass laws.
- The Executive consists of ministers of the Crown, parliamentary under-secretaries and public servants. Cabinet gets its authority from Parliament and is responsible for the administration and carrying-out of laws passed in Parliament.
- The Judicial branch consists of the judges.

The Executive and members of Parliament belonging to the parties represented in Cabinet are often referred to as "the Government". The distinction between Parliament and the Executive in New Zealand has been obscured for many years because governments with a parliamentary majority have controlled Parliament.

The functions of Parliament are:

- To provide a Government from among its members;
- To act as the legislature and to pass the legislation by which the country is governed;
- To provide representation for the people of New Zealand in Parliament's decision making processes;
- To consent to taxation and public expenditure; and
- To scrutinise the Government's activities.

Attached are three Parliament Briefs that provide more detailed information (*Annexes 2, 3 and 4*). They are titled:

- What is Parliament?
- Government Accountability to the House; and
- The Legislative Process.

The briefs and further information are available on the Parliament website.

The Executive Government, or the 'Executive', is the branch of government that is charged with implementing the law and running the day to day affairs of government. The Executive Government of New Zealand is carried out on behalf of the Sovereign (represented by the

governor-general) by Ministers of the Crown who make up the membership of the Executive and the Executive Council. Ministers are responsible to Parliament for their official actions.

The functions of the Executive are:

- To enforce the law;
- To conduct New Zealand's foreign relations;
- To command the armed forces;
- To appoint officials, including judges and diplomats;
- To administer government departments and services; and
- To issue secondary legislation.

Attached is a paper entitled "*On the Constitution of New Zealand: An Introduction to the Foundations of the Current Form of Government*", which is an extract from the Cabinet manual (*Annex 5*). The Cabinet manual is available online at the website of the Department of Prime Minister and Cabinet.

John Preval
Group Manager, Information Systems and Technology

Domain Name Moderation

Principles for approval of Third Level Domain (TLD) names within .parliament.nz

Background

.parliament.nz is moderated by the Parliamentary Service. The principles that will be applied to this moderation have been developed to ensure that trust and integrity of communication with users of on-line services is as high as can be achieved. The approach needs to preserve the over-arching identity of .parliament.nz (the Parliament), as a collective entity that is separate and distinct from executive government and guard against fragmentation of the identity while balancing this with the needs of the parliamentary agencies and parliamentary political parties to efficiently and effectively deliver services and information.

Principles for parliament.nz domain names

Third-level domain (TLD) names will be issued for:

- Parliamentary agencies or their common-use acronyms (e.g. ooc.parliament.nz and ps.parliament.nz)
- Offices of Parliament, such as the Office of the Ombudsman, Parliamentary Commissioner for the Environment and the Auditor and Controller General
- Parliamentary political party sites, such as labour.parliament.nz
- Individual sites for elected members of parliament, such as MemberName.parliament.nz

Third-level domain names will not normally be issued for marketing campaigns or branding exercises. These can either be conducted through the use of the fourth level domain (eg, election.labour.parliament.nz) or, if there is a desire, through the creation of an association separate from the parliament identity, eg, through the use of a .org.nz, or .net.nz domain name.

Policy for Moderation and Regulation of .parliament.nz 2nd level Internet domain names

Version 2.0, September 2005
The Parliamentary Service

Moderation and Registration

Scope of this policy

The scope of this policy is the .parliament 2nd level domain namespace of the New Zealand Internet sector (or .nz).

The New Zealand Internet Sector

The New Zealand Internet sector has 12 second-level domains or namespaces (2LDs). Four of these (.govt, .mil, .cri and .iwi) have strict requirements for registering 3LDs, or third Level Domain names (e.g. www.ssc.govt.nz or www.wcc.govt.nz). These are called "moderated domains".

The New Zealand Government recognises the nature of delegated domain spaces, as per RFC 1591 (www.iana.org), and the policy of InternetNZ and others that domain names are licensed for limited periods rather than sold outright (<http://www.internetnz.org.nz/>). The Government views the .govt.nz domain names as held and managed by the Crown, *via* individual government organisations (including territorial and regional local authorities).

What is moderation and registration?

In the context of the naming of Internet web sites used by organisations associated with the New Zealand Parliament, moderation is the process of assessing the suitability of an internet web site name (hereafter "name"), and determining whether the proposed use is appropriate.

Moderation is a quality management system designed to achieve valid, fair and consistent assessment of requests for names. Moderation of .parliament.nz is the responsibility of the Parliamentary Service. Registration is the process by which the licence to use a name is recorded and passed to New Zealand Registry Services (NZRS). A registration gives the organisation the exclusive right to use of the name for the initial registration period and the right to renew that registration for as long as the name is required.

Why .parliament.nz is moderated

The namespace is moderated to preserve the authoritativeness of the websites and email addresses and enable users to easily find their way through the intricacies of government and parliamentary organisations and to give citizens confidence in communications to and from parliamentary entities.

Standard Setting Body for .parliament.nz 2nd level domain

The Parliamentary Service is responsible for developing, writing and reviewing the policies and procedures that govern the .parliament.nz namespace. This body is also responsible for moderating the namespace.

Who may apply for a .parliament.nz domain name?

The .parliament.nz namespace is reserved for parliamentary agencies, Offices of Parliament, and parliamentary political parties and their elected members. This does not include government agencies. Each decision is arrived at case by case, and no decision should be interpreted as a precedent. Generally speaking, if an organisation has a question about their potential eligibility, they should contact moderator@parliament.nz for confirmation.

Process

Parliamentary entities will use an approved registrar to request a name, using the registrar's system. The registrar will pass the request to the appropriate Parliamentary Service and a decision will be made. The moderator will use the approved registrar's system to record the decision to approve or decline the name.

The registrar will advise the applicant of the decision and, in the case of approval, will pass the request to the Registry for inclusion. The Registry is managed by .nz Registry Services (NZRS). NZRS updates the DNS zone files hourly, on the hour, (<http://www.nzrs.net.nz/>) so the name can be activated within a short space of time after approval.

Applicants will be required to demonstrate a business need as part of their application for a name. Applicants will be required to provide the following details:

- Domain name requested
- Business reason for the application (brief but comprehensive)
- Legislative authority (i.e. qualification to be in the .parliament.nz space)
- Organisation or Entity Name
- Parent Organisation (if applicable)
- Type of Organisation: (e.g. Office of Parliament, Parliamentary Agency, Parliamentary political party, Member of Parliament – Please note: the registrant name recorded on the .nz register must be that of a person or a properly constituted organisation)
- Postal Address
- Name, telephone number and email address of person in the organisation who is responsible for the registration of this domain name (business, not technical)
- Name of Chief Executive (if applicable)
- Chief Executive's Title (if applicable)
- Any other such information as required under the .nz policies and procedures

Other information may be required from time to time.

Approvals of applications for names are not automatic or guaranteed. All applications are considered on a case-by-case basis. There is an appeal process for applications which have been outlined in this policy.

No approval or refusal of an application can be taken as a precedent for a subsequent request. Each registering organisation must enter into a formal agreement with the registrar. This agreement will be based on the core terms and conditions prescribed by InternetNZ for agreements between registrars and registrants.

In some matters (such as transfer of names to a different registrant), there may be apparent conflict between the standard terms and conditions and this policy. In those cases, this policy over-rides the standard terms and conditions.

Approved Registrar

The approved registrar is yet to be decided. Details will be provided prior to .parliament.nz going live.

Names

Acceptability

Names are not automatically acceptable, merely because the organisation is permitted to use the namespace. Each request is judged on its own merits. Organisations are required to have a solid business case around the need for a name and should consider carefully possible conflicts or confusion

Avoiding confusion

Names will need to be chosen which avoid confusion with other organisation. Three or four letter names will normally be used only to represent departments or other central or local government bodies where the abbreviation is widely recognised by the general public (e.g. OOC, PS)

Generic names

Generic and project names should be registered in the domain only where they are organisational and of national significance.

Ethics, values and standards

Names will not be accepted which might bring Parliament into disrepute inadvertently or otherwise. Particular care should be given to acronyms that might be pronounced as a word.

Branding

Names should clearly indicate the organisation or service. Domain names should not be used for branding purposes for individual projects.

Alternatives

When a name is not approved, organisations may consider using a 4th level name from their own standard name e.g. selectcommittee.ooc.parliament.nz and are reminded that the www. prefix is optional.

An organisation's rights and responsibilities

An organisation using a .parliament.nz name should ensure that the use is in accordance with all appropriate governance requirements. These may include any or all of the following:

Legislation (Official Information Act, Privacy Act etc)

Governance documents for the organisation (articles of incorporation, Statement of Intent, Strategic Business Plan etc)

Applicable government or organisational policies and guidelines (such as SIGS - Security in Government Sector, New Zealand Government Web Guidelines, Policy Framework for Government-held Information, the organisation's ISSP, Information Architecture and security policy, etc)

Moderator rights and responsibilities

The moderators exist to maintain the integrity of the namespace. Historically, this has been by restricting entry but changes to Internet governance in NZ and world-wide means that moderators have to take a proactive role in managing the spaces they control.

The .parliament.nz namespace is moderated by the Parliamentary Service. The moderators have the authority to approve or decline entry to the .parliament.nz namespace. The moderators will give a reason for any declined applications.

The moderators will give due consideration to each case. In normal circumstances, where no issues are raised, the process should be completed within 10 working days. The moderators do not guarantee any particular timeframe, however, and applications should be made well in advance of the business need. Applications will not be approved on the basis of stationery or promotional material having been printed. Organisations must ensure that approval is gained before the domain name is used in any way.

Withdrawal of a domain name

By the organisation

An organisation may cease use of a domain name at any time. They must advise the moderator that a name has been abandoned. Abandoned names will generally not be reissued, to prevent confusion, but will be cancelled to reduce cost to the Parliamentary Service.

By the moderator

The moderators' role is not merely a gatekeeper on the domain, but a manager of domain names on behalf of the Parliamentary Service, the Parliamentary Service as a whole stands to benefit from having an authoritative domain, and bears the costs of maintaining it.

The moderator has the right to review and terminate all registrations, existing as well as proposed. If a registration is deemed to be invalid, for technical reasons, incorrect usage or because it was incorrectly permitted under previous regimes, the moderator will enter into negotiation with the nameholder to transition to a valid name, or to withdraw the 3LD delegation in the case where a name has been invalidly granted.

The moderator will from time to time review the currency of existing domain names and may enter into negotiation with a nameholder to withdraw a name which is not being used, or issue 30 days notice of intention to terminate, subject to appeal.

Appeal procedure

If a moderator declines an application for a name, or terminates a registration the affected organisation may appeal the decision. All appeals must be submitted in writing to the General Manager of the Parliamentary Service . The General Manager of the Parliamentary Service will consider the appeal. Consideration may or may not include a request for additional information or for a conversation with the appellant.

The appeal should provide additional details of the business needs outlined briefly in the initial application, and state why the organisation feels the moderator's decision should be reviewed. Each appeal will be considered on a case-by-case basis. The success or failure of any appeal will not set a precedent for any other appeals.

Address for appeals

Appeals should be addressed to:
The General Manager
The Parliamentary Service
PO Box 18-041
Wellington

Exclusion of Liability

The moderators and the registrar will not be liable to a registrant for any action or failure to act (unless in bad faith) in connection with the operation of the .parliament.nz domain.